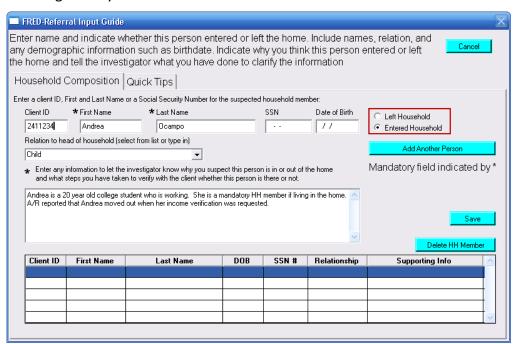
FRED Referral Tool – January 2015

The FRED Referral templates in Barcode have been updated to facilitate more clear and complete referrals. Better referrals will help OFA investigators prioritize and process your requests more quickly.

The FRED referral is still accessed as it has been since February 2013, but some of the options now include a Referral Input Guide that organizes your information into a standard format.

These guides open automatically when you select Household Composition, Unreported Income or Countable Resources.

Each guide includes some mandatory entry fields that are marked with an asterisk.

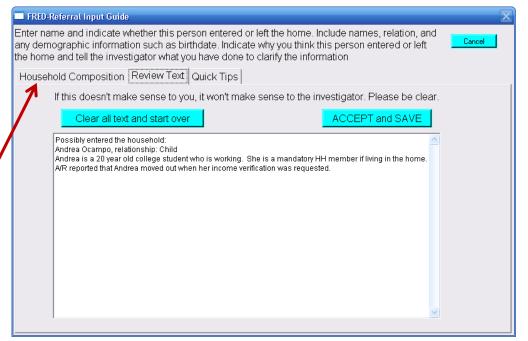


When you save your entries the "Review Text" tab will appear.

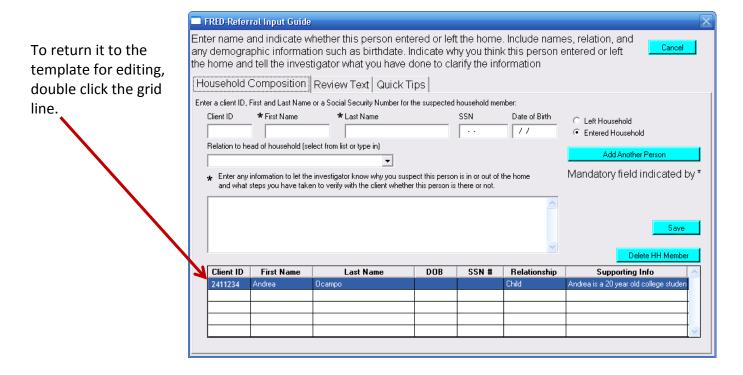
Review the text to ensure that it is accurate and complete. Remember to include what you've already done to attempt to verify eligibility or why you suspect the circumstances are different than reported by the client.

To commit the referral, click on ACCEPT and SAVE.

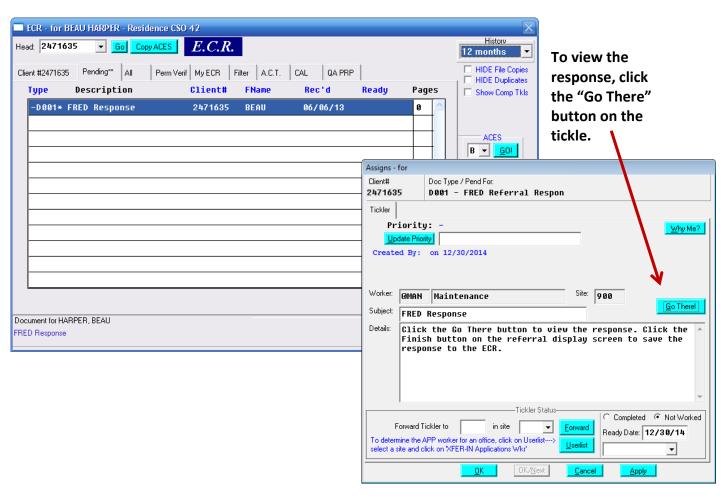
If you need to edit your entries before sending it to FRED, click the guide name to the left of the "Review Text" tab to return to the template. Quick Tips are available to the right.



The entry you composed will show in the grid at the bottom.

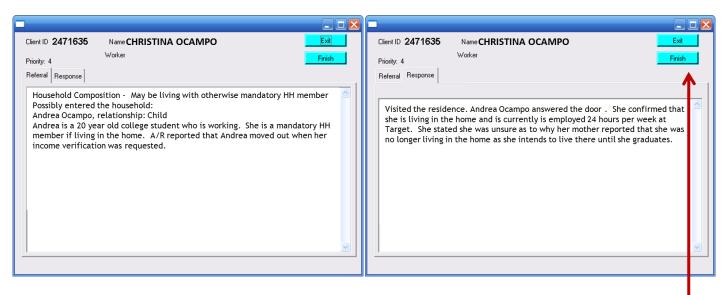


Completed referrals return to the ECR as a D001 tickle.



Clicking "Go There" opens a new tabbed window with the referral and response content. This content can also be accessed via the FRED Referral History while the referral is pending and after it has been completed.

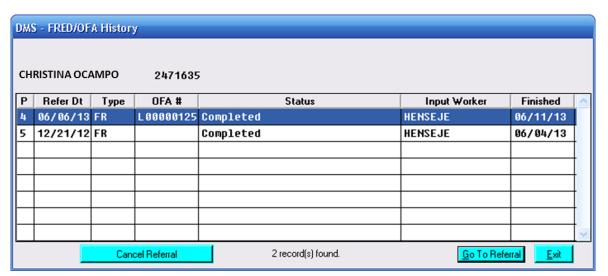
The referral tab shows the text from your initial referral. The Response tab shows FRED's response.



Take the necessary case actions and click the Finish Button.

Clicking Finish will:

- Clear the tickle assignment
- Complete the FRED
- Update the referral status on the FRED History
- Generate a FRED Response form to the All Tab of the ECR



WACs to review to determine whether a FRED is appropriate:

To avoid inappropriate referrals, please check the rules before initiating a FRED referral.

Change of Circumstance	WAC 388-418-0007 When do I have to report changes in my circumstances?
Household Composition	WAC 388-408-0035 Who is in my assistance unit for Basic Food? WAC 388-408-0015 Who must be in my assistance unit? WAC 388-408-0060 Who is in my assistance unit for Aged, Blind, or Disabled (ABD) cash assistance?
Income	WAC 388-450-0005 How does the department decide if I own a type of income and if this income is available to meet my needs?
Living Above Means	<u>WAC 388-490-0005</u> The department requires proof before authorizing benefits for cash and Basic Food.
Address	WAC 388-406-0030 Do I need to submit other after I apply for benefits?
Residency	<u>WAC 388-468-0005</u> Residency
Identity/Citizenship	WAC 388-424-0020 How does my alien status impact my eligibility for federally-funded Basic Food benefits? WAC 388-424-0030 How does my alien status impact my eligibility for state-funded benefits under the food assistance program? WAC 388-424-0010 Citizenship and alien status - Eligibility for TANF, Medicaid, and CHIP WAC 388-424-0015 Immigrant eligibility restrictions for the State Family Assistance, ABD cash, and PWA programs.
Incarceration	WAC 388-408-0040 How does living in an institution affect my eligibility for Basic Food?
Resources (for cash)	WAC 388-470-0045 How do my resources count toward the resource limits for cash assistance?
Trafficking	WAC 388-446-0015 What is an Intentional program violation (IPV) and administrative disqualification hearings (ADH) for food assistance.